
Auburn University Job Description

Job Title:	Supv, Carpentry	Job Family:	No Family
Job Code:	NB39	Grade 34:	\$45,100 - \$75,100
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision and has responsibility for organizing and managing the carpentry project requirements across campus.

Essential Functions

1. Plans and organizes major projects that require coordination with other shops such as renovation and repair/maintenance projects so that appropriate personnel and materials are available for the project's timely completion.
2. Manages the work of the Carpentry Shop in completing all construction, maintenance and repair activities.
3. Communicates with others to keep them aware of activities, maximize effectiveness and efficiency of department, and answer questions.
4. Documents project information and employee information on required forms and submits via the computer or through appropriate paperwork channels.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in carpentry practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of carpentry construction tools and materials, and Occupational Safety and Health Administration (OSHA) regulations. Developed supervisory skills.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
